

Step-By-Step Overview of the FY 2019 Performance Data Form: Module 1 (Grantee Survey)

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Families and Children (ACF) presented by APPRISE under contract to OCS

December 5, 2019

Welcome:

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Presenters:

Melissa Torgerson (Verve Associates)

Dan Bausch (APPRISE)



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Welcome

- **Purpose of This Webinar**

- To provide an introduction to the LIHEAP Performance Data Form - Module 1 (Grantee Survey).
- To furnish an in-depth overview of the FY 2019 Grantee Survey, including a line-by-line review of each reporting item and instruction.
- To highlight key reminders and ways to avoid common reporting issues.

- **Audience for This Webinar**

- New LIHEAP Coordinators and staff who have not worked on completing the Grantee Survey.
- Experienced LIHEAP Coordinators and staff that would like to review the requirements in detail to understand all of the instructions and avoid reporting issues.

Upcoming Training for the LIHEAP Performance Data Form

- This is the first of four webinars on completing the LIHEAP Performance Data Form.
- Upcoming Additional Webinars:
 - **Webinar #2: Step-by-Step Introduction to Modules 2 and 3 (Performance Measures)** – Tuesday December 17 at 3 PM ET
 - **Webinar #3: Reminders for Completing Module 1 (Grantee Survey)** – Tuesday January 14 at 3 PM ET
 - **Webinar #4: Reminders for Completing Modules 2 & 3 (Performance Measures)** – Tuesday January 21 at 3 PM ET

Webinar Overview

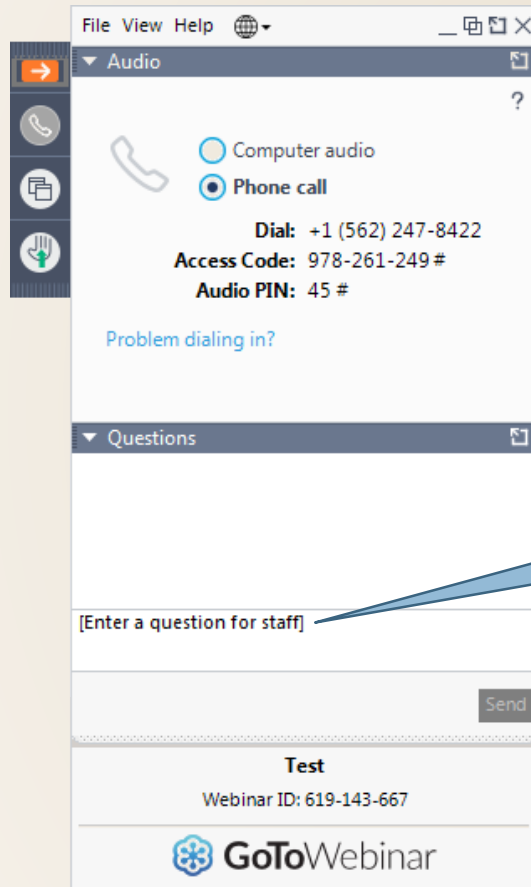
- **Structure of The Webinar**

- 90 minutes to review key information.
- Slides available for download now under “Handouts” in the GoToWebinar Sidebar.
- The webinar is being recorded and will be published on the ACF YouTube channel.
- ***Additional slides are included at the end of the slide deck with more information.***

- **Have a question?**

- You are encouraged to ask questions as you have them by typing them into the GoToWebinar “Question” box.
- Submitted questions will be reviewed and responded to at the question breaks or via an e-mail from APPRISE.
- You can also click the “raise your hand” button during a break to be called on to ask a question over the phone.

GoToWebinar Question Box



Enter text here to ask a question.

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Click this button to expand sidebar.



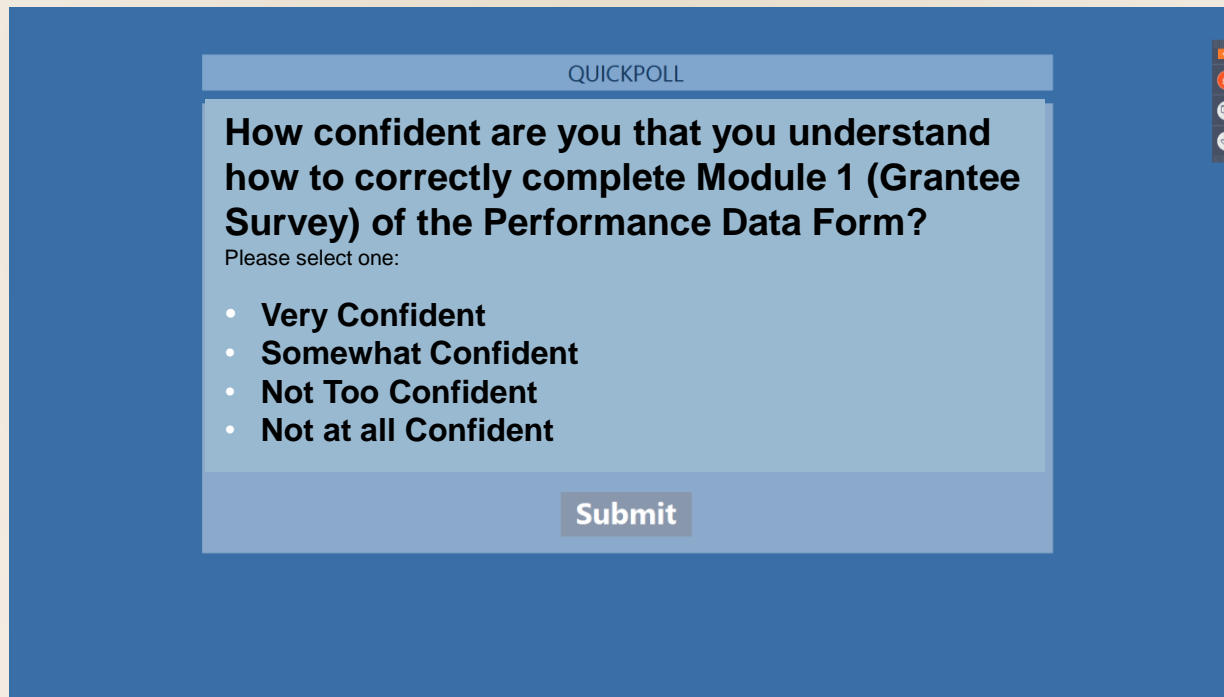
Presentation Outline

- | | | |
|----|--|----------|
| 1. | Basics of The LIHEAP Performance Data Form | Slide 9 |
| 2. | Reporting Rules for Module 1 (Grantee Survey) | Slide 12 |
| 3. | Section III: Estimated Sources of LIHEAP Funds | Slide 15 |
| 4. | Section IV: Estimated Uses of LIHEAP Funds | Slide 27 |
| 5. | Part A: Type of LIHEAP Assistance | Slide 30 |
| 6. | Part B: Other Permitted Uses of LIHEAP Funds | Slide 48 |
| 7. | Part C: Estimated Total Uses of Funds | Slide 59 |
| 8. | Final Reminders | Slide 62 |



Audience Poll Question #1

- How confident are you that you understand how to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?



QUICKPOLL

How confident are you that you understand how to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?

Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

The screenshot shows a digital poll interface. At the top, a blue header bar contains the word "QUICKPOLL" in white. Below this, the poll question is displayed in bold black text. Underneath the question, it says "Please select one:". A list of four options follows, each preceded by a bullet point. At the bottom of the poll area, there is a grey button with the word "Submit" in white. To the right of the poll area, there is a vertical toolbar with several icons, including a back arrow, a red circle with a white exclamation mark, and a green circle with a white checkmark.

Audience Poll Question

- Review Audience Responses

Basics of the LIHEAP Performance Data Form



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Overview of the Performance Data Form

Background

- The Performance Data Form is an annual report that state grantees and the District of Columbia must submit to HHS.
- It consists of three modules:
 - **Module 1 (Grantee Survey)** asks for fiscal information on the sources and uses of LIHEAP funds during the federal fiscal year.
 - **Modules 2 (Performance Measures)** asks for performance information on the impacts LIHEAP has on recipient energy burden and on maintaining or restoring energy service.
 - **Module 3 (Optional Performance Measures)** allows grantees to voluntarily report additional performance data.
- Data are published in the annual *LIHEAP Report to Congress* and the [LIHEAP Data Warehouse](#).

FY 2019 Performance Data Form: *What Has Changed from Last Year?*

- There are no changes to the FY 2019 Performance Data Form. The requirements remain the same as those for last year's FY 2018 Report.
- Grantees can review last year's instructions for reporting each item:
https://www.acf.hhs.gov/sites/default/files/ocs/gdl_liheap_lpdfactiontransmittalatt1instructions_states_fy18.pdf
- Grantees are also encouraged to review information from last year's report review.
- The due date to submit the report is January 31st.

Reporting Rules for Module 1 (Grantee Survey)



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What is Module 1 (Grantee Survey) ?

Module 1 is designed to obtain fiscal data, including:

- **Sources of LIHEAP funds** – What sources provided funds for use in FY 2019, and how much were provided by each source?
- **Uses of LIHEAP funds** – How were the LIHEAP funds you were provided with obligated for use in FY 2019?
- **Average household benefits** – What was the average benefit amount you provided for each type of assistance?
- **Maximum income cutoffs** – What was the maximum income amount you used to determine if a household was income-eligible for each type of assistance?

Rules for Reporting

- Grantees are expected to...
 1. Report data according to the official instructions.
 2. Furnish information for the appropriate fiscal year reporting period.
 3. Provide a consistent report where total sources of funds equals total uses of funds.
 4. Explain any unique program features or nuances in the “Notes” section.

Section III:

Estimated Sources of LIHEAP Funds



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Overview of Section III

What is included in “Sources of Funds”?

- This section collects and reports data on the sources of LIHEAP funding that was available to your state in FY 2019.
- Sources of funds should include...
 - All federal funds designated for LIHEAP for FY 2019 (net of any set-asides to Indian Tribes/Tribal Organizations).
 - Prior Year Unobligated Funds that were Obligated in FY 2019.
- Sources of funds should NOT include...
 - Federal funds designated for LIHEAP for prior fiscal years that were obligated in prior fiscal years
 - Funds that were dedicated as set-asides to Indian Tribes/Tribal Organizations.
 - Non-federal funds (such as leveraged state funds).

Overview of Section III

Section Items

Section III - Estimated Sources of LIHEAP Funds

| <u>All Possible Funding Sources</u> | <u>ALL OF FFY</u> 2018 (10/01/2017 - 09/30/2018) Amount rounded to the Nearest Dollar |
|--|---|
| A. All Funds Except Leveraging Incentive Awards (Items 1 - 8) | |
| <u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u> | \$127,410,239 |
| <u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u> | \$0 |
| <u>3. LIHEAP Block Grant Funds Realloted to FFY</u> | \$20,364 |
| <u>4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit</u> | \$0 |
| <u>5. Reserved</u> | |
| <u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u> | \$4,350,236 |
| <u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u> | \$0 |
| <u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u> | \$0 |
| B. Leveraging Incentive Award (Items 9 - 10) | |
| <u>9. FFY Leveraging Incentive Award</u> | \$0 |
| <u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u> | \$0 |
| C. Estimated Total Sources of Funds (Items 1-10) | |
| <u>11. Sum of Items 1-10. This should equal the sum in Section IV, Item 15.</u> | \$131,780,839 |

Line #1 – Block Grant Allotment

- This line contains the state's FY 2019 LIHEAP Block Grant Allotment, net of any applicable set-asides to Indian Tribes/Tribal Organizations.
- Block Grant Allotment funds are the primary LIHEAP funds provided to each grantee by the Federal government.
- This field is pre-populated by OCS and is locked from editing by grantees. **Grantees should compare the amount against their fiscal records to confirm it is correct.**

| <u>All Possible Funding Sources</u> | <u>ALL OF FFY</u> 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar |
|---|---|
| <u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u> | |
| 1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides) | \$127,410,239 |
| 2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides) | \$0 |
| 3. LIHEAP Block Grant Funds Realloted to FFY | \$20,364 |
| 4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit | \$0 |

Line #3 – Realloted Funds

- This line contains the state's FY 2019 LIHEAP block grant reallotment, net of any applicable set-asides to Indian Tribes/Tribal Organizations, if any.
- Reallotment funds are funds that HHS releases after determining prior year funds that are available for redistribution (as required by the LIHEAP statute).
- This field is pre-populated by OCS and is locked from editing by grantees. **Grantees should compare the amount against their fiscal records to confirm it is correct.**

| <u>All Possible Funding Sources</u> | <u>ALL OF FFY</u> 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar |
|---|---|
| <u>A. All Funds Except Leveraging Incentive Awards (Items 1 - 8)</u> | |
| <u>1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)</u> | \$127,410,239 |
| <u>2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)</u> | \$0 |
| <u>3. LIHEAP Block Grant Funds Realloted to FFY</u> | \$20,364 |

Line #6 – Funds Carried Over from Previous Year

- This line contains the state's FY 2018 unobligated block grant funds that were *carried over for obligation in FY 2019*, if any.
- This field is pre-populated by OCS using data reported in each state's prior reports. However, it can be edited by grantees. **If necessary, edit the pre-populated amount to reflect the funds that were carried over to FY 2019.**

| | |
|--|-------------|
| <u>6. All Funds Carried Over From Previous FFY (except Funds in item 4 and 10 in this Section)</u> | \$4,350,236 |
| <u>7. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY</u> | \$0 |
| <u>8. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program</u> | \$0 |
| <u>B. Leveraging Incentive Award (Items 9 - 10)</u> | |
| <u>9. FFY Leveraging Incentive Award</u> | \$0 |
| <u>10. Previous FFY Leveraging Incentive Award obligated in FFY</u> | \$0 |

Line #6 – Funds Carried Over from Previous Year

- **What are “carried over” funds?**
 - The LIHEAP statute allows states to hold available up to 10% of funds payable to the state for a fiscal year for obligation in the following fiscal year.
 - This means states may have funds carried over from the prior fiscal year into the current fiscal year as a source of funding available for obligation.
- **What should Line 6 include?**
 - Line 6 should only include **unobligated** FY 2018 funds.
 - Line 6 should not include funds that were obligated in FY 2018, even if they were expended in FY 2019.
 - Line 6 should not include funds returned to the Federal government.
 - See slides 50 to 52 for more information about carryover funds.

Line #6 – Funds Carried Over from Previous Year

- **How does this connect to other reports?**
 - States reported FY 2018 block grant funds carried over for obligation in FY 2019 in two prior reports:
 - The FY 2018 Grantee Survey – Line 7 of Section IV (Uses of Funds)
 - The FY 2018 Carryover and Reallotment Report
- **What do I do if my pre-populated amount needs to be updated?**
 - States should edit the amount for Line 6 as needed to reflect the estimated funds that were carried over to FY 2019. This may differ from the amount you reported when you completed the prior FY 2018 reports.
 - If you update Line 6...
 - The OLDC system will provide a warning to alert you that your amount is now different from your prior FY 2018 report. Please include a note indicating you confirmed the amount you are reporting is correct.
 - **If you update Line 6, you do not need to revise your prior submitted FY 2018 reports.**

Section III:

Fields with \$0 in Funding for FY 2019

For FY 2019, the following fields should be \$0 for all states:

- Line #2 – Emergency Contingency Funds ----- Prepopulated as \$0
- Line #4 – Previous Year Emergency Contingency Funds ----- Prepopulated as \$0
Carried Over
- Line #7 – Petroleum Violation Escrow Funds ----- Enter \$0
- Line #8 – Funds for Residential Energy Assistance Challenge -- Prepopulated as \$0
(R.E.A.Ch)
- Line #9 – Leveraging Incentive Award ----- Prepopulated as \$0
- Line #10 – Leveraging Incentive Award Carried Over from----- Prepopulated as \$0
Previous Fiscal Year

Line #11 – Sum of Items 1 – 10 (Estimated Total Sources of Funds)

- This field is locked from editing by grantees.
- Once you validate the form in OLDC, this field will be updated to show the sum of items 1-10 to indicate the estimated total sources of all federal funds available for LIHEAP for FY 2019.

C. Estimated Total Sources of Funds (Items 1-10)

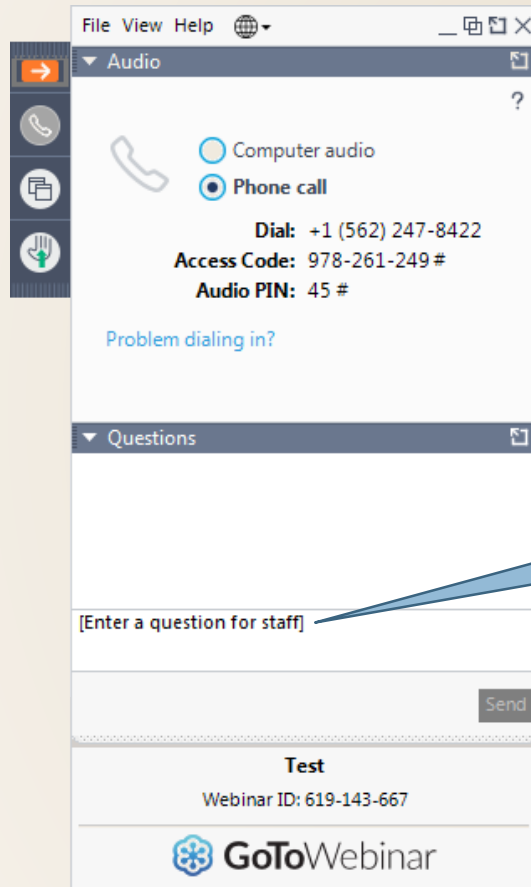
11. Sum of Items 1-10. This should equal the sum in Section IV, Item 15.

\$131,780,839

Questions

Grantee Questions regarding Section III (Sources of LIHEAP Funds) of Module 1 (Grantee Survey)?

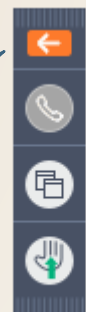
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Section IV: Estimated Uses of LIHEAP Funds



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Overview of Section IV

What is included in “Uses of Funds”?

- This section collects and reports data on the uses of the LIHEAP funding that was available to your state in FY 2019.
- Uses of Funds should include...
 - All funds/awards that were obligated for use in LIHEAP during Federal Fiscal Year 2019 (October 1, 2018 – September 30, 2019).
 - Include funds *carried over* from FY 2018, but obligated in FY 2019.
 - Include funds obligated in FY 2019, even if expended later in FY 2020.
 - The term "obligation" is as each state defines it. In some cases, obligated funds are not actually expended until after the end of the Fiscal Year.
- Uses of funds should NOT include...
 - Funds that were not obligated by the end of FY 2019 and will be returned to OCS.
 - Funds that were obligated in FY 2018, even if they were expended during FY 2019.

Overview of Section IV

Consistency with Household Report

- Section IV funding uses should match the types of assistance reported in your Household Report.
- If you reported assisting households with a type of assistance in your Household Report, you should be able to report the following for that type of assistance:
 - **Total Funds/Awards Funds**
 - **Average Household Benefit**
 - **Maximum Annual Dollar Income**
- Please add a note if...
 - If you obligated \$0 for a type of assistance reported in your Household Report.
 - If you obligated funds for assistance and reported 0 assisted households for that assistance in your Household Report,

Part A:

Type of LIHEAP Assistance



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Column 1 – Total Funds/Awards

| <u>All Possible Uses of Funds</u> | ALL OF FFY 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar | | |
|--|---|----------------------------------|---|
| | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2017</u> |
| A Type of LIHEAP Assistance (Items 1-4) | | | |
| 1. Heating Assistance Benefits | \$68,728,912 | \$261 | \$49,200 |
| 2. Cooling Assistance Benefits | \$11,913,700 | \$200 | \$49,200 |
| 3. Crisis Benefits by Type | | | |
| a. Winter Crisis Benefits | \$15,084,333 | \$360 | \$49,200 |
| b. Summer Crisis Benefits | \$0 | \$0 | \$0 |
| c. Year-Round Crisis Benefits | \$0 | \$0 | \$0 |
| d. Other Crisis Benefits: | \$361,974 | | |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | \$49,200 |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | \$49,200 |
| (3) Specify: | \$0 | \$0 | \$0 |
| 4. Weatherization Assistance Benefits | \$14,248,389 | | \$0 |

Line #1 – Heating Assistance Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for Heating Assistance Benefits in FY 2019 in the first column.
- Heating Assistance Benefits include...
 - Funds allocated for regular heating assistance to pay a share of a household's heating bills
 - Funds for other non-crisis heating assistance, such as furnace repairs or replacements done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the heating assistance component.

| <u>All Possible Uses of Funds</u> | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2018</u> |
|--|-----------------------------------|----------------------------------|---|
| <u>A Type of LIHEAP Assistance (Items 1-4)</u> | | | |
| <u>1. Heating Assistance Benefits</u> | \$68,728,912 | \$261 | \$49,200 |

Line #1 – Heating Assistance Benefits

Expedited Heating Assistance

- Some grantees do not have a separate crisis component in their programs, but do provide expedited heating assistance to households in crisis situations.
- Grantees have two options to report the funds used to provide households with expedited heating assistance:
 1. Report all funding obligated to assist households with heating assistance (regular and expedited) under *Heating Assistance*.
 2. Report the funding obligated to assist households with regular heating assistance under *Heating Assistance*, and the funding obligated to assist households with expedited heating assistance under *Crisis Assistance*.
- Add a note indicating that some households received expedited heating assistance.

Line #2 – Cooling Assistance Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for Cooling Assistance Benefits in FY 2019 in the first column.
- Cooling Assistance Benefits include...
 - Funds allocated for regular cooling assistance to pay a share of a household's cooling bills.
 - Funds for other non-crisis cooling assistance, such as AC installations done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the cooling assistance component.

| <u>All Possible Uses of Funds</u> | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2018</u> |
|--|-----------------------------------|----------------------------------|---|
| <u>A Type of LIHEAP Assistance (Items 1-4)</u> | | | |
| <u>1. Heating Assistance Benefits</u> | \$68,728,912 | \$261 | \$49,200 |
| <u>2. Cooling Assistance Benefits</u> | \$11,913,700 | \$200 | \$49,200 |

Line #3 – Crisis Benefits by Type

| <u>All Possible Uses of Funds</u> | <u>ALL OF FFY</u> 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar | | |
|--|---|----------------------------------|---|
| | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2017</u> |
| A Type of LIHEAP Assistance (Items 1-4) | | | |
| 1. Heating Assistance Benefits | \$68,728,912 | \$261 | \$49,200 |
| 2. Cooling Assistance Benefits | \$11,913,700 | \$200 | \$49,200 |
| 3. Crisis Benefits by Type | | | |
| a. Winter Crisis Benefits | \$15,084,333 | \$360 | \$49,200 |
| b. Summer Crisis Benefits | \$0 | \$0 | \$0 |
| c. Year-Round Crisis Benefits | \$0 | \$0 | \$0 |
| d. Other Crisis Benefits: | \$361,974 | | |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | \$49,200 |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | \$49,200 |
| (3) Specify: | \$0 | \$0 | \$0 |
| 4. Weatherization Assistance Benefits | \$14,248,389 | | \$0 |

Line #3 – Crisis Benefits by Type

- What is crisis assistance?
 - A type of LIHEAP assistance that is provided no later than 48 hours (or 18 hours in life-threatening situations) after a request for assistance. Grantees set their own criteria for crisis assistance, defined in their Model Plans. Crisis reporting in the Household Report should be consistent with the Model Plan.
- Crisis Assistance Benefits can be reported under four different categories in the Grantee Survey:
 - a. Winter Crisis
 - b. Summer Crisis
 - c. Year-Round Crisis
 - d. Other Crisis

Line #3a – Winter Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Winter Crisis Benefits?
 - Any funds obligated to delivering winter crisis assistance to households.
 - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.
- Exclude the cost of administering the crisis assistance component.
- Examples of winter crisis assistance could include:
 - a. Bill-payment assistance after disconnection/disconnect notice
 - b. Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Line #3b – Summer Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Summer Crisis Benefits?
 - Any funds obligated to delivering summer crisis assistance to households.
 - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.
- Exclude the cost of administering the crisis assistance component.
- Examples of summer crisis assistance could include:
 - Bill-payment assistance after disconnection/disconnect notice

Line #3c – Year-Round Crisis Benefits

Total Funds/Awards

- Which funds should be reported as Year-Round Crisis Benefits?
 - Any funds obligated to delivering year-round crisis assistance to households.
 - Typically includes crisis assistance provided throughout the year, rather than seasonally.
 - For expedited or “fast track” heating assistance in a crisis situation, see slide 33.
- Exclude the cost of administering the crisis assistance component.
- Examples of year-round crisis assistance could include:
 - Bill-payment assistance after disconnection/disconnect notice
 - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel

Line #3d – Other Crisis Benefits

Total Funds/Awards

- The first row of 3d is not editable, and the first column is auto-calculated from the sum of the three rows underneath.

| | | | | |
|------------------------------|-----------|-------|----------|--------------|
| d. Other Crisis Benefits: | \$361,974 | | | Not Editable |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | \$49,200 | |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | \$49,200 | Report Here |
| (3) Specify: | \$0 | \$0 | \$0 | |

- Report any funding obligated to other crisis assistance on rows 3d(1), 3d(2), and 3d(3).
 - Include a name or brief description of the assistance.
 - Report any funds obligated to delivering other crisis assistance.
 - Emergency Furnace Repairs & Replacements should be reported on their own line.
- Exclude the cost of administering the crisis assistance component.

Line #4 – Weatherization Benefits

Total Funds/Awards

- Indicate the amount of funds obligated for low-cost residential weatherization or other energy-related home repairs, if any.
 - Exclude the cost of administering the LIHEAP weatherization assistance component.
 - Include any weatherization funds for other non-crisis assistance. Add a note that describes such assistance and indicates the funding amount.
- Report LIHEAP funds **only**.
 - In the past, some grantees have incorrectly reported both LIHEAP and Department of Energy weatherization funds together.

| | | | |
|--|--------------|-------|----------|
| <u>1. Heating Assistance Benefits</u> | \$68,728,912 | \$261 | \$49,200 |
| <u>2. Cooling Assistance Benefits</u> | \$11,913,700 | \$200 | \$49,200 |
| <u>3. Crisis Benefits by Type</u> | | | |
| <u>a. Winter Crisis Benefits</u> | \$15,084,333 | \$360 | \$49,200 |
| <u>b. Summer Crisis Benefits</u> | \$0 | \$0 | \$0 |
| <u>c. Year-Round Crisis Benefits</u> | \$0 | \$0 | \$0 |
| <u>d. Other Crisis Benefits:</u> | \$361,974 | | |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | |
| (3) Specify: | \$0 | \$0 | |
| <u>4. Weatherization Assistance Benefits</u> | \$14,248,389 | | |

Presenter(s):
Dan Bausch

Line #4 – Weatherization Benefits

Total Funds/Awards

- The LIHEAP statute limits the amount of LIHEAP funds that may be spent on low-cost weatherization or other energy-related home repair to 15% of LIHEAP funds.
 - HHS may grant a waiver that raises this limit to 25%. If this is the case for your state, you should include a note in the ‘Notes’ section to indicate that your state received a waiver from HHS in FY 2019.
- Several uses of LIHEAP funds are limited to a certain percent of funds allocated or funds payable.
 - For FY 2019, *funds allocated* and *funds payable* are the same. They are defined as the sum of the following sources of funds:
 - LIHEAP Block Grant Allotment
 - Realloted Funds

Column 2 – Average Household Benefits

| <u>All Possible Uses of Funds</u> | ALL OF FFY 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar | | |
|--|---|----------------------------------|---|
| | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2018</u> |
| A Type of LIHEAP Assistance (Items 1-4) | | | |
| 1. Heating Assistance Benefits | \$68,728,912 | \$261 | \$49,200 |
| 2. Cooling Assistance Benefits | \$11,913,700 | \$200 | \$49,200 |
| 3. Crisis Benefits by Type | | | |
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| b. Summer Crisis Benefits | \$0 | \$0 | \$0 |
| c. Year-Round Crisis Benefits | \$0 | \$0 | \$0 |
| d. Other Crisis Benefits: | \$361,974 | | |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | \$49,200 |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | \$49,200 |
| (3) Specify: | \$0 | \$0 | \$0 |
| 4. Weatherization Assistance Benefits | \$14,248,389 | | \$0 |

Column 2 – Average Household Benefits

- In the second column, indicate the average benefit amount for households assisted with each type of assistance.
- For each type of assistance...
 - The average household benefit should take into account all types of benefits provided under that type of assistance during the entire fiscal year.
 - **The average benefit is calculated by summing the benefit amounts across all households that received the assistance and dividing by the total number of households that received the assistance.**
- If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the 'Notes' section.
- If you need assistance calculating the average benefit, please contact APPRISE.

Column 3

Maximum Annual Dollar Income

| <u>All Possible Uses of Funds</u> | ALL OF FFY 2019 (10/01/2018 - 09/30/2019) Amount Rounded to the Nearest Dollar | | |
|--|---|----------------------------------|---|
| | <u>Total Funds / Awards Funds</u> | <u>Average Household Benefit</u> | <u>Maximum Annual Dollar Income for 4-person Household as of 10/01/2018</u> |
| A Type of LIHEAP Assistance (Items 1-4) | | | |
| 1. Heating Assistance Benefits | \$68,728,912 | \$261 | \$49,200 |
| 2. Cooling Assistance Benefits | \$11,913,700 | \$200 | \$49,200 |
| 3. Crisis Benefits by Type | | | |
| a. Winter Crisis Benefits | \$15,084,333 | \$360 | \$49,200 |
| b. Summer Crisis Benefits | \$0 | \$0 | \$0 |
| c. Year-Round Crisis Benefits | \$0 | \$0 | \$0 |
| d. Other Crisis Benefits: | \$361,974 | | |
| (1) Specify: Furnace Repair | \$358,426 | \$656 | \$49,200 |
| (2) Specify: Furnace Restart | \$3,548 | \$71 | \$49,200 |
| (3) Specify: | \$0 | \$0 | \$0 |
| 4. Weatherization Assistance Benefits | \$14,248,389 | | \$0 |

Column 3


Maximum Annual Dollar Income

- In the third column, list the maximum annual or annualized dollar income cutoff for a 4-person household that was in effect at the beginning of FY 2019 (October 1, 2018).
 - The Poverty Guidelines that were in effect at the beginning of FY 2019 were the 2018 HHS Poverty guidelines.
- If a Grantee's LIHEAP program component began after the release of the 2019 HHS Federal Poverty Guidelines, the grantee may choose to use the 2019 Guidelines in its FY 2019 LIHEAP Grantee Survey reporting.
 - Grantees who choose to use the 2019 HHS Poverty Guidelines in their report should include a note stating this in the 'Notes' section of the form.

Line #5 – Average Annual Total LIHEAP Benefit per Household

- Report the total average annual per household LIHEAP Bill Payment Assistance Benefit(s) by main heating fuel type for those households with 12 consecutive months of both main fuel and electric bill data.

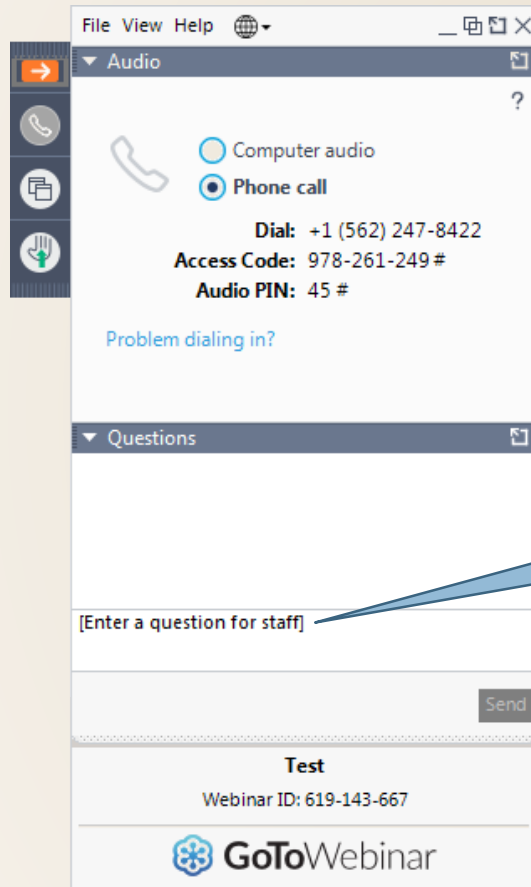
| | | Bill Payment-Assisted Household Main Fuel | | | | |
|---|-----------------------|---|--------------------|-----------------|----------------|--------------------|
| <u>All Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</u> | <u>All Households</u> | <u>Electricity</u> | <u>Natural Gas</u> | <u>Fuel Oil</u> | <u>Propane</u> | <u>Other Fuels</u> |
| <u>5. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)</u> | \$445 | \$509 | \$406 | \$800 | \$682 | \$776 |

- Note: This line should be equal to Line B1 of Section V of the Performance Data Form. 

Questions

Grantee Questions regarding Part A of Section IV
of Module 1 (Grantee Survey)?

GoToWebinar Question Box



Enter text here to ask a question.

If the sidebar is minimized, it will look like this:

Click this button to expand sidebar.



Part B: Other Permitted Uses of LIHEAP Funds



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Line #6 – Nominal Payments

- Report the total funding obligated for nominal LIHEAP benefit payments.
- **Nominal payments** are LIHEAP benefit payments that deviate from the state's regular payment matrix because the household received only a minimal benefit as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP).
- Only the few states that have a separate LIHEAP payment amount for SNAP recipient households need to report this.
 - This is often referred to as "Heat or Eat" or "Cool or Eat" Program.

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- Report the total funds *carried over* to the next fiscal year.
- **What are “carried over” funds?**
 - The LIHEAP statute allows states to hold available up to 10% of funds payable to the state for a fiscal year for obligation in the following fiscal year.
 - This means states may have unobligated funds that are being carried over for obligation in the next fiscal year.
 - States may only carry over up to 10% of funds payable. Unobligated funds that exceed 10% of funds payable must be returned to the Federal government.
- For the definition of funds payable, see slide 42.

| | |
|---|-------------|
| <u>B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14)</u> | |
| <u>6. Nominal Payments</u> | \$0 |
| <u>7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY</u> | \$4,350,236 |

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- **What should Line 7 include?**

- Line 7 should only include **unobligated** FY 2019 funds payable.
- Line 7 should not include funds that were obligated in FY 2019, even if they were not expended during FY 2019.
- Line 7 should only include funds *carried over* to FY 2019. If your state returned excess unobligated funds to the Federal government, you should **exclude** these funds from Line 7.
 - Note: Excluding returned funds from Line 7 will cause “Estimated Total Uses of Funds” in Section IV to be different from “Estimated Total Sources of Funds” in Section III.
 - o This is acceptable. You can submit the form if “Uses” and “Sources” are different for this reason. You should include a note explaining this.
 - o The difference should be equal to the dollar amount returned to HHS.

Line #7 – FFY Unobligated Funds Carried Over to Next Fiscal Year

- **How does this connect to other reports?**
 - States reported their estimated FY 2019 funds carried over for obligation to FY 2020 in the FY 2019 Carryover and Reallotment Report.
 - However, some states may have an updated carryover amount at the time the Grantee Survey is completed.
- **Reporting Guidance**
 - States should provide their best estimate of their carryover amount at the time the Grantee Survey is completed.
 - If the carryover amount you report in Line 7 does not match the carryover amount reported in the FY 2019 Carryover & Re-allotment Report, you must submit a revision to the FY 2019 Carryover & Re-allotment Report with the correct amount.
 - For more information on revising your FY 2019 Carryover & Re-allotment Report, please see slide 82.

Line #11 – Funds Used for Identification, Development and Demonstration of Leverage Incentive Activities

- Report the amount of the state's FY 2019 LIHEAP block grant allotment that was obligated, if any, to identify, develop, and demonstrate leveraging activities.
- The LIHEAP statute limits this amount to the greater of 0.08% of funds payable or \$35,000.
 - For the definition of funds payable, slide 52. ■

| B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14) | | | |
|---|--------------|--|--|
| 6. Nominal Payments | \$0 | | |
| 7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY | \$4,350,236 | | |
| 8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY | \$0 | | |
| 9. FFY Leveraging Incentive Award Obligated in next FFY | \$0 | | |
| 10. Reserved | | | |
| 11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities | \$0 | | |
| 12. Amount for Assurance 16 Activities | \$0 | | |
| 13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program | \$0 | | |
| 14. Administration/Planning Costs | \$12,743,059 | | |

Presenter(s):
Melissa Torgerson

Line #12 – Assurance 16

- Indicate any FY 2019 LIHEAP funds obligated to carry out “Assurance 16 activities”, if any.
- **Assurance 16 activities** include services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.
- Examples including providing needs assessment, counseling, and assistance with energy vendors.
- The LIHEAP statute limits this amount to 5% of funds payable.
 - For the definition of funds payable, see slide 52.

Line #14 – Administration/Planning Costs

- Report the amount of FY 2019 funds obligated for administration and planning costs. The amount should include:
 - All state and local administration and planning costs
 - Both direct and indirect costs charged as administration and planning costs for the program.

| B. Other Permitted Uses of LIHEAP Funds (Items 6 - 14) | | | |
|---|--------------|--|--|
| 6. Nominal Payments | \$0 | | |
| 7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY | \$4,350,236 | | |
| 8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY | \$0 | | |
| 9. FFY Leveraging Incentive Award Obligated in next FFY | \$0 | | |
| 10. Reserved | | | |
| 11. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities | \$0 | | |
| 12. Amount for Assurance 16 Activities | \$0 | | |
| 13. FFY Residential Energy Assistance Challenge (R.E.A.Ch.) Program | \$0 | | |
| 14. Administration/Planning Costs | \$12,743,059 | | |

Presenter(s):
Melissa Torgerson

Line #14 – Administration/Planning Costs

- Grantees have the flexibility to define what counts as an “Administration/Planning Cost”.
- The cost of administering the state’s LIHEAP weatherization assistance is to be included.
- Because there is not a field for program-related Information Technology (IT) expenditures, those should be included in Administration/Planning Costs with a note identifying the amount of funds used for program-related IT.
 - Adding a note is important since these funds can cause Admin to exceed 10%.

Line #14 – Administration/Planning Costs

- The LIHEAP statute limits the amount that states obligate in planning and administration to 10% of the funds payable to the state.
 - For the definition of funds payable, see slide 52.
- If a state obligated less than the allowed 10% to Administration/ Planning costs in the previous FY, the state may obligate funds received in the previous year and carried over to the current FY to Administration/Planning Costs.
 - This might cause the amount reported here to be over the allowable 10% of funds payable.
 - If the amount of funds obligated to Administration/Planning Costs in your report is greater than 10% due to this issue, you should include a note to explain this.

Section IV: Fields with \$0 for FY 2019

For FY 2019, the following fields should be \$0 for all states.

These fields are not prepopulated, so you will need to enter \$0 into each field:

- Line #8 – Unobligated Emergency Contingency Funds, Obligated in next FY
- Line #9 – Leveraging Incentive Award Obligated in Next FY
- Line #13 – Residential Energy Assistance Challenge (R.E.A.Ch) Program

Part C: Estimated Total Uses of Funds



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CHILDREN & FAMILIES

Line #15 – Sum of Items 1-4 and 6-16 (Estimated Total Uses of Funds)

- This field is **locked** and cannot be edited.

| C. Estimated Total Uses of Funds (Items 1-4 and 6-14) | | | |
|--|---------------|--|--|
| 15. Sum of Items 1-4 and 6-14. This should equal the sum in Section III. Column C, Item 11. | \$127,430,603 | | |
| Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY | | | |
| Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated | | | |

- Once you validate the form in OLDC, this field will be updated to show the sum of items 1-4 and 6-14 to indicate the estimated total uses of all federal funds available for LIHEAP for FY 2019.
- The “Estimated Total Uses of Funds” should equal the “Estimated Total Sources of Funds” in Section III.
 - The only exception being that the grantee returned unobligated funds to the Federal Government that were in excess of the 10% carryover limit. See slide 51.

Questions 1 and 2

This section includes two questions:

- **Question 1 – *Households Assisted in Subsequent FY***
 - Select the appropriate answer (Yes or No) to indicate whether your state obligated funding for a given type of assistance in FY 2019, but will serve households in FY 2020.
- **Question 2 – *Estimated Household Benefits***
 - Select the appropriate answer (Yes or No) to indicate whether your State's Average Household Benefit data points are estimated due to unique program operation, rather than directly calculated.

***** If you answer yes to either of these Questions, please include clarifications in the 'Notes' section of the form.**

Final Reminders



ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Reminders

FY 2019 Report Deadline

- The FY 2019 Performance Data Form is due in OLDC on **January 31, 2020**. This includes Module 1 (Grantee Survey) and Module 2 (Performance Measures).
- There are no changes to the FY 2019 Performance Data Form. The requirements remain the same as those for last year's FY 2018 Form.
 - You can access the instructions here:
https://www.acf.hhs.gov/sites/default/files/ocs/gdl_liheap_lpdfactiontransmittalatt1instructions_states_fy18.pdf
- Remember that the Performance Data Form must be:
 - Entered in OLDC
 - Saved in OLDC
 - Certified by the appropriate person
 - Submitted by the appropriate person

Final Reminders

Grantee Survey Resources

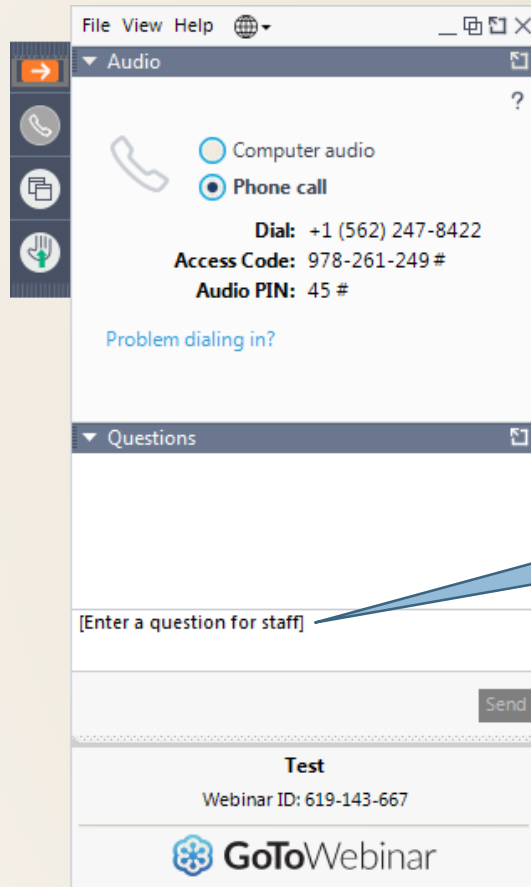
- **Check Before You Submit Document (Attached as Handout):**
- **2018 HHS Poverty Guidelines (in effect at the start of FFY 2019):**
<https://www.acf.hhs.gov/ocs/resource/liheap-im-2018-02-fy-2018-hhs-federal-poverty-guidelines>
- **Past Years' Grantee Survey Data:**
https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage
- **LIHEAP Clearinghouse Carryover-Reallotment Tool:**
https://liheapch.acf.hhs.gov/docs/Carryover-Reallotment_Tool/

Final Reminders

Support Resources

- OCS liaisons
 - <http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>
- Grants Center Of Excellence systems Help Desk
 - help@grantsolutions.gov
 - (202) 401-5282 or (866) 577-0771
- APPRISE Team
 - Daniel Bausch, Daniel-Bausch@appraiseinc.org; 609-252-9050
 - Jorge Mancilla, Jorge-MancillaUribe@appraiseinc.org; 609-252-9009
 - Elena Rubino, Elena-Rubino@appraiseinc.org; 609-252-8011
 - Georgios Anagnostopoulos, g-Anagnostopoulos@appraiseinc.org; 609-252-9055
 - Pragya Chauhan, Pragya-Chauhan@appraiseinc.org; 609-252-9057
 - Melissa Torgerson, melissa@verveassociates.net; 503-706-2647

GoToWebinar Question Box



Enter text here to ask a question.

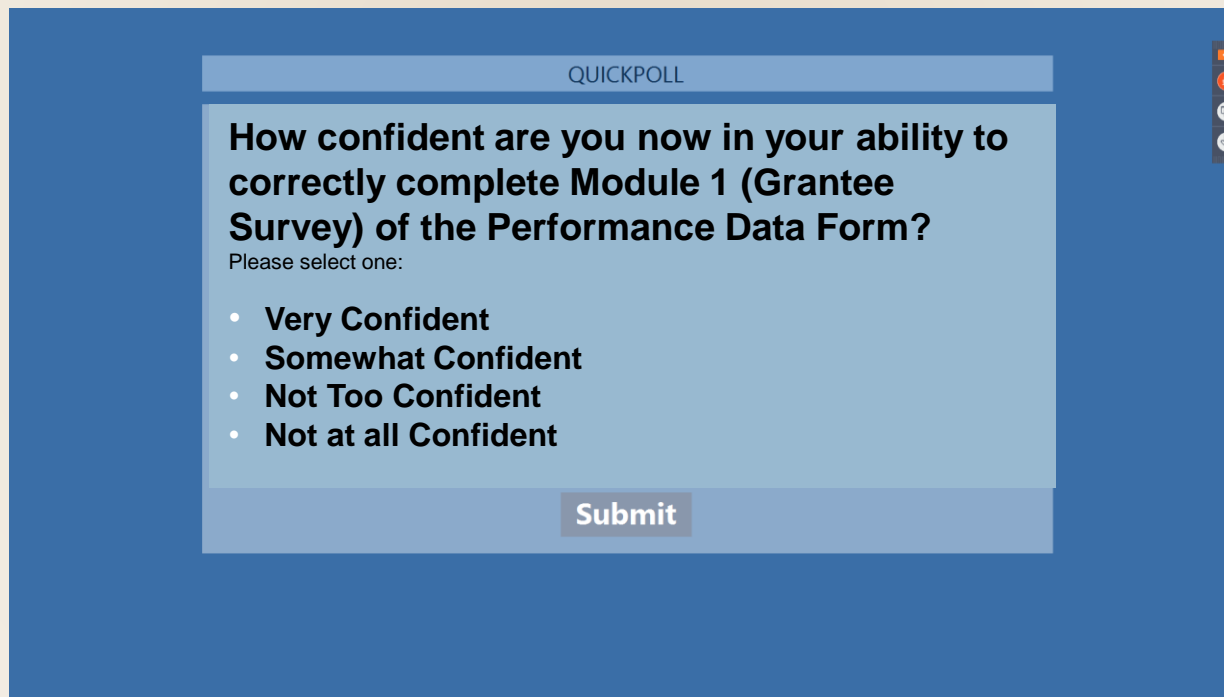
If the sidebar is minimized, it will look like this:

Click this button to expand sidebar.



Audience Poll Question #2

- How confident are you now in your ability to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?



QUICKPOLL

How confident are you now in your ability to correctly complete Module 1 (Grantee Survey) of the Performance Data Form?

Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

The screenshot shows a digital poll interface. At the top, a blue header bar contains the word "QUICKPOLL" in white. Below this, the poll question is displayed in bold black text. Underneath the question, it says "Please select one:". A list of four options follows, each preceded by a bullet point. At the bottom of the poll area, there is a grey button labeled "Submit". To the right of the poll area, there is a vertical toolbar with several icons, including a back arrow, a red circle with a white exclamation mark, and a green circle with a white checkmark.

Audience Poll Question

- Review Audience Responses

Supplemental Slides with Additional Information



ADMINISTRATION FOR
CHILDREN & FAMILIES

Additional Slides

- | | |
|--------------------------------|-----------------|
| 1. Relationship of Reports | Slide 70 |
| 2. Overview of Reporting Rules | Slide 71 |
| 3. Section III | Slide 79 |
| 4. Section IV | Slide 80 |
| 5. Data Validations and Checks | Slide 83 |
| 6. OLDC Resources | Slide 84 |

Relationship of Reports

Using Your Program in FFY 2019 as an example

- *Put together, your final reports should tell a consistent story about your program. Here is an example for Heating Assistance:*

Model Plan

- My program will provide Heating Assistance.
- We will allocate X% of funds to Heating Assistance.

Grantee Survey

- We obligated \$X million to Heating Assistance.
- We provided an average benefit of \$Y to each household.
- Our income cutoff for Heating Assistance was \$Y.

Household Report

- We served X households with Heating Assistance.
- Y households applied for Heating Assistance.

Performance Measures

- In total, LIHEAP assistance reduced energy burden for households by X%.
- LIHEAP resulted in Y occurrences where service was restored or loss prevented.

Overview of Reporting Rules

#1 – *Report According to the Instructions*

- LIHEAP is a block grant, giving grantees the freedom to design unique and diverse programs.
- OCS must report consistent information to Congress. The Grantee Survey allows OCS to report uniform information on the sources and uses of LIHEAP funds.
- Grantees should...
 - Review the instructions for guidance on how to correctly report each item.
 - Contact their OCS liaison when encountering challenges in reporting according to the instructions.

Overview of Reporting Rules

#1 – *Report According to the Instructions*

- Example:
 - A grantee may have a fiscal tracking system designed to report when benefits are paid or expended. However, all grantees are instructed to report information in the Grantee Survey on how **all total funds available were obligated**, even if those funds were not expended.

Overview of the Reporting Rules

#2 – Reporting Period

- Report sources of funds available during the **federal fiscal year** (October 1, 2018 – September 30, 2019).
- Report funds obligated during the **federal fiscal year** (October 1, 2018 – September 30, 2019)
- Grantees may operate their programs on a different program year (e.g., starting January 1 or July 1), but the data used to complete the Grantee Survey funding fields should be data on funds available for obligation in the federal fiscal year and funds obligated for the federal fiscal year.

Overview of Reporting Rules

#3 – *Provide a Consistent Report with Sources = Uses*

- The Grantee Survey requires grantees to report using the best information available at the time of reporting on the sources and uses of funds. It is not an audit report.
- To meet the reporting requirements, grantees need to use their ***data reporting system*** to identify and count funds for each LIHEAP component using fiscal tracking systems and program records.

Overview of Reporting Rules

#3 – *Provide a Consistent Report with Sources = Uses*

- Grantees should be able to account for the amount of funds received by source, and the amount of funds obligated for each category of allowable uses.
- One key check is that the sum of the amounts reported in Section III (Estimated Sources of LIHEAP Funds) is equal to the sum of the amounts reported in Section IV (Estimated Uses of LIHEAP Funds).
 - Please report funding amounts rounded to the nearest whole dollar to avoid OLDC warning messages triggered in error due to decimal/cent issues.

Overview of Reporting Rules

#4 - *Explain Unique Program Features/Nuances*

- The Grantee Survey includes a **Notes section** to allow grantees to explain any reported information that is out of the ordinary, generates a warning in OLDC, or requires clarification.
- If there is anything about your program operation that requires explanation to explain your Grantee Survey data, please add a note in the Notes section.
- Notes allow for an accurate understanding of your reported data and OCS uses these notes in tables and footnotes in the annual Report to Congress.

Notes :

Overview of Reporting Rules

#4 - *Explain Unique Program Features/Nuances*

- Example:
 - A grantee indicates they obligated a dollar amount for Weatherization Assistance that is greater than the statutory limit of 15 percent of funds. However, the grantee requested and received a waiver allowing the grantee to use up to to 25 percent of funds for weatherization. For the Grantee Survey, the grantee should include a note to indicate that HHS provided a waiver.

Section III

Why is Data Pre-Populated?

- To assist grantees, OCS pre-populates several fields using OCS records.
 - All grantees will have Lines 1 and 3 pre-populated with non-zero values.
 - Grantees that carried over funds from FY 2018 into FY 2019 will have Line 6 pre-populated with a non-zero values.
- Some of the pre-populated fields are editable and some are locked and not editable.
 - *Pre-populated fields that are editable:*
 - Grantees should update the pre-populated fields that are editable as necessary.
 - *Pre-populated fields that are locked:*
 - The amount in the locked fields should be correct. If you believe that any of these source values are incorrect, please contact your OCS liaison.
- It is each grantee's responsibility to review pre-populated information and to verify it is correct.

Section IV Line #5 – Average Annual Total LIHEAP Benefit per Household


- The average annual per household LIHEAP Bill Payment Assistance Benefit(s) should be based only on those households for whom the state was able to obtain 12 months of energy bill data for Performance Measures reporting.
- This average should include any heating, cooling, crisis, and supplemental assistance used to pay household energy bills.
 - This includes utility deposits and benefits to assist with secondary fuel payments.
- Do not include non-bill payment assistance benefits.
 - E.g. equipment repair and replacement, weatherization assistance, or nominal payments to SNAP households.

Section IV Line #5 – Average Annual Total LIHEAP Benefit per Household

- In some states, households received multiple bill-payment assistance benefits during the program year.
 - For example, a household may have received both a regular heating assistance benefit and a crisis benefit as bill-payment assistance.
- In these cases, grantees will first need to add together the bill-payment assistance benefits each household received, and then calculate the average total LIHEAP benefit per household.
 - *Example:* The Smiths received a \$50 crisis assistance benefit and a \$200 heating assistance benefit. The total bill-payment assistance benefit the Smiths received is \$250.

Revising the FY 2019 Carryover and Re-allotment Report

If you need to update the carryover amount in your FY 2019 Carryover and Re-allotment Report, follow these steps to submit a revision in OLDC:

1. In the Report Name dropdown menu, navigate to the “Carryover and Reallotment Report” in OLDC.
2. Navigate to the line corresponding to FY 2019.
3. To edit and submit a revision, click the icon on the far left under “Actions” that looks like a piece of paper or paper and pen. 
4. Make the necessary changes
5. Resubmit the report

Data Validations and Checks

OLDC Warning and Error Messages

- Several validation checks are programmed into OLDC, and a warning or error message will appear if a check fails.
- Warning Messages indicate data that may be correct, but require confirmation and additional explanation in the “Notes” section of the form.
 - If a warning message appears, but you have an explanation for the warning (and have confirmed that the data is correct), add a note addressing the warning.
 - If a warning message appears and you do not know how to resolve it, contact APPRISE for assistance.
- Fatal Error Messages indicate inconsistent data that must be corrected before grantees are able to submit their Household Report in OLDC.
 - If a fatal error occurs and you do not know how to resolve it, contact APPRISE and we will work together to resolve the reporting issue.

OLDC Resources

- OLDC is accessed through Grant Solutions.
- Log-in to Grant Solutions at <https://www.grantsolutions.gov/gs>
- Once logged in, click “OLDC” in the top taskbar to access the OLDC homepage.
- If you need assistance, please contact Grants Center Of Excellence systems Help Desk:
 - (202) 401-5282 or (866) 577-0771
 - help@grantsolutions.gov